



United States
Department of
Agriculture

Sweetener Market Data Application Processor and Refiner User Handbook

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Sweetener Market Data Application (SMDA) Processor and Refiner User Handbook

Table of Contents

1. SMDA Features-----	2
2. Purpose -----	2
3. Questions -----	2
4. Logging into SMDA -----	2
Feature 1. Complete and Submit CCC 831 Estimate Form by Beet Processor -----	4
Feature 2. Complete and Submit CCC 831 Form by Beet Processor -----	5
Feature 3. Complete and Submit CCC 832 Estimate Form by Cane Processor -----	8
Feature 4. Complete and Submit CCC 832 Form by Cane Processor -----	9
Feature 5. Complete and Submit CCC 835 Form by Cane Refiner -----	12
Feature 6. Resubmit Rejected CCC Form for Approval -----	16

Sweetener Market Data Application (SMDA) Processor and Refiner User Handbook

1. SMDA Features

SMDA enables sugar processors and refiners to submit supply production and distribution data to the **Dairy and Sweeteners Analysis (DSA)** group by completing one or more standardized forms specific to their business.

This document contains the steps to submit the following forms.

1. Complete and **Submit CCC 831 Estimate Form by Beet Processor.**
2. Complete and **Submit CCC 831 Form by Beet Processor.**
3. Complete and **Submit CCC 832 Estimate Form by Cane Processor.**
4. Complete and **Submit CCC 832 Form by Cane Processor.**
5. Complete and **Submit CCC 835 Form by Cane Refiner.**
6. Industry User **Resubmits** a rejected CCC Form.

2. Purpose

The goal of this handbook is to provide reference material to sugar processors and refiners on submitting forms through SMDA.

3. Questions

If you have any questions, contact DSA team by email Francina.Hentz@wdc.usda.gov or by phone (202) 720-7794.

4. Logging into SMDA

The SMDA is deployed to <https://sugar.sc.egov.usda.gov/smda>. The Login screen is displayed in **Figure-1**.

Figure 1: Default screen for Login

eAuthentication Login	
LincPass (PIV) ?	User ID & Password ?
<p>CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)</p> 	<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>I forgot my User ID Password</p> <p>REGISTER LOGIN</p> <p>Change my Password</p>

Sweetener Market Data Application (SMDA) Processor and Refiner User Handbook

Compatibility View settings: If you are using Internet Explorer (IE) browser, you have to **disable Compatibility mode** for the application to function with improved performance. The following instructions will help you disable compatibility mode:

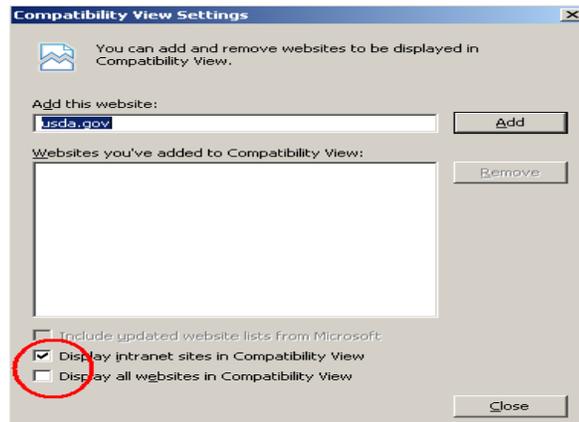
1. Click the icon that is next to the Address Bar, as referred in Figure-2.

Figure 2: Turn-off compatibility mode



2. However, if you don't see the Compatibility icon as mentioned above, follow these instructions.
 - a. In Internet Explorer, open the **Tools** menu at the top and select **Compatibility View Settings**. Refer to Figure-3.

Figure 3: Compatibility View Settings



- b. At the bottom of the Compatibility View Settings window, **uncheck** "Display Intranet sites in Compatibility View" and "Display all websites in Compatibility View" checkboxes.
- c. Make sure the SMDA application URL, <https://sugar.sc.egov.usda.gov/smda> is not listed in the **Websites you've added to Compatibility View**. If it is listed, select the link and click the **Remove** button.
- d. Click **Close** and refresh the screen.

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Feature 1. *Complete and Submit CCC 831 Estimate Form by Beet Processor*

Step	Action
1	Click the hyperlink https://sugar.sc.egov.usda.gov/smda to access the SMDA system.
2	Enter your eAuth User ID and password. Click "Login."
3	The system will display the SMDA Home screen.
4	Click the <u>Open</u> action link for the current form (CCC 831.Estimate), with a New status, in the Industry User Profile: Default View table.
5	Enter the quantity for Sugar Beets Planted (Acres) (1.1) in the Beet Slicing Campaign Ending this Fiscal Year section.
6	Enter the quantity for Sugar Beets Harvested (Acres) (1.3) in the Beet Slicing Campaign Ending this Fiscal Year section.
7	Enter the quantity for Sugar Beets Harvested (Tons) (1.5) in the Beet Slicing Campaign Ending this Fiscal Year section.
8	Enter the quantity for Sugar Beets Purchased from another Processor (Tons) (1.6) in the Beet Slicing Campaign Ending this Fiscal Year section.
9	Enter the percentage for Weight (Shrink)/Gain (Percent) (1.8) in the Beet Slicing Campaign Ending this Fiscal Year section.
10	Enter the percentage for Sugar Content in Beets Harvested (Percent) (1.10) in the Beet Slicing Campaign Ending this Fiscal Year section.
11	Enter the percentage for Sugar Content in Cossettes (Percent) (1.12) in the Beet Slicing Campaign Ending this Fiscal Year section.
12	Enter the percentage for Extraction Rate (Percent) (1.13) in the Beet Slicing Campaign Ending this Fiscal Year section.
13	Enter the quantity for Molasses Desugared (Tons) (1.15) in the Beet Slicing Campaign Ending this Fiscal Year section.
14	Enter the quantity for Sugar Produced from Molasses (CWT "As Made") (1.17) in the Beet Slicing Campaign Ending this Fiscal Year section.
15	Enter the quantity for Slice Days (Number of Days) (2.2) in the Forecast Next September section.
16	Enter the quantity for Sugar Beets Sliced (Tons) (2.4) in the Forecast Next September section.
17	Enter the quantity for Sugar Produced from Sugar Beets (CWT "As Made") (2.6) in the Forecast Next September section.
18	Enter the quantity for Sugar Produced from Juice and/or Molasses (CWT "As Made") (2.7) in the Forecast Next September section.
19	Click the Review button on the Form 831.Estimate Data Entry form.
20	Review the following calculated fields (Bolded) on the Form 831.Estimate Data Review form to verify that the quantities and percentages are correct: Verify Harvested to Planted Acres (Percent) (1.2) Verify Sugar Beets Harvested Per Acre (Tons) (1.4) Verify Sugar Beets Harvested and Purchased (Tons) (1.7) Verify Sugar Beets Sliced (Tons) (1.9) Verify Sugar Content in Cossettes to Sugar Content in Harvested Beets (Percent) (1.11) Verify Sugar Produced from Beets (CWT "As Made") (1.14) Verify CWT Recovered per Ton of Molasses (1.16) Verify Total Crop Year Sugar Produced (CWT "As Made") (1.18) Verify Actual Production from <u>this</u> campaign described in the rows above that occurred last fiscal year (automatic link, no entry required)(1.19) Verify Processor's forecast of production from next beet slicing campaign expected to occur this fiscal year (1.20) Verify Fiscal Year Production (CWT "As Made") (1.21) Verify Sugar Production (CWT-Raw Value)-Calculation drops into line 3.6 of monthly CCC 831 Report. (2.1)

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
	Verify Sugar Beets Sliced per Day (Tons) (2.3) Verify CWT Produced per Ton Sliced (2.5) Verify Total September Sugar Produced (CWT “As Made”) (2.8)
21	If any of the calculated quantities or percentages is incorrect, click the Edit button to return to the data entry window. Otherwise, click the Submit button at the bottom of the Data Review window and the Submission Notes window displays.
22	Enter comments in the Enter Notes textbox on the Submission Notes window.
23	Click the Continue button on the Submission Notes window and the CCC-831.Estimate form has been submitted with automatic approval.
24	The SMDA Industry User Portal window displays the Month and Year, Date and Time submitted, Status (Completed) , Notepad icon, and Action (View) link for the form submitted above.
25	Click Exit SMDA or Logout of eAuth to exit the application.

Feature 2. Complete and Submit CCC 831 Form by Beet Processor

Step	Action
1	Click the hyperlink https://sugar.sc.egov.usda.gov/smda to access the SMDA system.
2	Enter your eAuth User ID, and password. Click "Login."
3	The system will display the SMDA Home screen.
4	Click the <u>Open</u> action link for the current form (CCC 831), with a New status, in the Industry User Profile: Default View table.
5	Verify that the beginning quantities for “Beginning Processor Stocks (1.2)” and “Beginning Stocks Held for Others (1.3)” are correct in the Beginning Stocks of Sugar section.
6	Enter the quantities purchased for All sugar except over-allocation sugar (2.2) in the Receipts of Sugar section.
7	Select the Subform icon to display the list of processors from whom you could purchase sugar for Over-allocation sugar (specify from whom) (2.3) in the Receipts of Sugar section.
8	Select (specify) the Processor who you purchased the sugar for Over-allocation sugar (2.3) in the Receipts of Sugar section.
9	Enter the quantities purchased for Over-allocation sugar (2.3) in the Processor Quantity field in the Receipts of Sugar section.
10	Click the Save link in the Subform Data Entry window.
11	Enter the quantities purchased for Swap sugar (2.4) in the Receipts of Sugar section.
12	Enter the quantities produced for Sugar beets sliced for the month (3.1) in the Production From Sugar Beets Sliced, and Sugar Beet Molasses, and In-Process Beet Sugar section.
13	Enter the quantities produced for From damaged refined crystalline (3.3) in the Production From Sugar Beets Sliced, and Sugar Beet Molasses, and In-Process Beet Sugar section.
14	Enter the quantities produced for From sugar beets sliced (3.4) in the Production From Sugar Beets Sliced, and Sugar Beet Molasses, and In-Process Beet Sugar section.
15	Enter the quantities produced for From sugar beet molasses (3.5) in the Production From Sugar Beets Sliced, and Sugar Beet Molasses, and In-Process Beet Sugar section.
16	Select the Subform icon to enter the quantities for custom codes (Mexico/Rest of World) for Sugar production from imports of sugar beets, molasses and in-process beet sugar (4.1) in the Production From Imported Sugar Beets, Imported Molasses and Imported In-Process Beet Sugar section.
17	Enter the quantities produced for Sugar production from imports of sugar beets, molasses and in-process beet sugar (4.1) for both custom codes.
18	Click the Save link on the Subform Data Entry window.
19	Enter the quantities sold for Sold and delivered to users for direct domestic human consumption (5.3) in the Sales section.
20	Enter the quantities sold for Sold but NOT delivered to users for direct domestic human consumption. WILL

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
	NOT BE REPORTED UNTIL DELIVERED (5.4) in the Sales section.
21	Enter the quantities sold for All sugar EXCEPT over-allocation sugar (5.6) in the Sales section.
22	Select the Subform icon to display the list of processors from whom you could sale sugar for Over-allocation sugar (specify from whom) (5.7) in the Sales section.
23	Select (specify) the Processor who you sold the sugar for Over-allocation sugar (5.7) in the Sales section.
24	Enter the quantities sold for Over-allocation sugar (5.7) in the Processor Quantity field in the Sales section.
25	Click the Save link in the Subform Data Entry window.
26	Enter the quantities sold for Shipment or return of swap sugar (5.8) in the Sales section.
27	Enter the quantities sold for Under the Foreign Agricultural Services Refined Sugar Re-export Program FOR re-export credit (5.10) in the Sales section.
28	Enter the quantities sold for NOT under the Foreign Agricultural Services Refined Sugar Re-export Program; therefore, NOT FOR Re-export Credit (5.11) in the Sales section.
29	Enter the quantities sold for Delivered to a licensed manufacturer for transfer credit under the Foreign Agricultural Services Sugar Containing Products Re-export Program (5.12) in the Sales section.
30	Enter the quantities sold for Ethanol (5.14) in the Sales section.
31	Enter the quantities sold for Delivered to a licensed manufacturer for transfer credit under Foreign Agricultural Services Polyhydric Alcohol Program (5.15) in the Sales section.
32	Enter the quantities sold for All other (includes animal feed) (5.16) in the Sales section.
33	Enter the quantities sold for Forfeited to CCC (use this cell for months of October through August) (5.18) in the Sales section.
34	Enter the quantity sold for Quantity of CCC loans unpaid on September 30 that will count as a forfeiture to CCC (5.19) in the Sales section.
35	Enter the quantities sold for Sold to CCC for Feedstock Flexibility Program (5.20) in the Sales section.
36	Enter the quantity for Delivered but sold in previous months (6.2) in the Ending Stocks of Sugar section.
37	Enter the quantity for Ending processor stocks (6.4) in the Ending Stocks of Sugar section.
38	Enter the quantity for Ending stocks held for others (6.5) in the Ending Stocks of Sugar section.
39	Select the Subform icon to enter Bakery and Allied Products, Cereals and Cereal Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S for Bakery and Allied Products, Cereals and Cereal Products (7.1) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
40	Select the Subform icon to enter Confectionery and Related Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S for Confectionery and Related Products (7.2) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
41	Select the Subform icon to enter Ice Cream and Dairy Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S for Ice Cream and Dairy Products (7.3) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
42	Select the Subform icon to enter Beverages quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S for Beverages (7.4) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
43	Select the Subform icon to enter Canned, Bottled and Frozen Foods, Jams, Jellies, Preserves, etc. quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S for Canned, Bottled and Frozen Foods, Jams, Jellies, Preserves, etc. (7.5) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
44	Select the Subform icon to enter Multiple and All Other Food Uses quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S for Multiple and All Other Food Uses (7.6) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
45	Select the Subform icon to enter Non-Food Uses quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S for Non-Food Uses (7.7) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
46	Select the Subform icon to enter Hotels, Restaurants, Institutions quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S for Hotels, Restaurants, Institutions (7.8) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
47	Select the Subform icon to enter Wholesale Grocers, Jobbers, Sugar Dealers quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Wholesale Grocers, Jobbers, Sugar Dealers (7.9) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
48	Select the Subform icon to enter Retail Grocers, Chain Stores, Supermarkets quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Retail Grocers, Chain Stores, Supermarkets (7.10) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
49	Select the Subform icon to enter Government Agencies quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Government Agencies (7.11) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
50	Select the Subform icon to enter All Other Deliveries quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for All Other Deliveries (7.12) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
51	Select the Subform icon to enter Consumer-Size Packages (less than 50 pounds) quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Consumer-Size Packages (less than 50 pounds) (8.1) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
52	Select the Subform icon to enter Packages of 50 pounds and greater quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Packages of 50 pounds and greater (8.2) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
53	Select the Subform icon to enter Unpackaged (bulk) quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Unpackaged (bulk) (8.3) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
54	Click the Review button on the Form 831 Data Entry form.
55	Review the following calculated fields (Bolded) on the Form 831 Data Review form to verify that the total quantities are correct: Verify Beginning available stocks (1.1) Verify Total Receipts of Sugar (2.1) Verify Sugar production for the month (3.2) Verify Estimate for current Fiscal Year (3.6) Verify Forecast for Next Fiscal Year (3.7) Verify Total Sales of Sugar (5.1) Verify Sold to users for direct domestic human consumption (5.2) Verify Sale to sugar beet processors and can refiners (5.5) Verify Exported from the customs territory of the United States (5.9) Verify Distributed for domestic non-human consumption (5.13) Verify Total transfers to Commodity Credit Corporation (CCC) (5.17) Verify Inventory Adjustment (6.1)

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
	<p>Verify Total Ending Stocks (6.3)</p> <p>Verify Allocation Use (6.6)</p> <p>Verify this cell calculates Sugar Deliveries for Direct Human Consumption in hundred weight, raw value and will be automatically linked to your Deliveries section in the U.S. Total. (6.7)</p> <p>Verify Total Deliveries (7.13) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S. (Items 7.1 – 7.12)</p> <p>Verify Calculated Total Deliveries (7.14) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S (CWT, Raw Value) *Compare this value with the total in question # 6.7. If you have to re-enter the Deliveries of Direct Consumption Sugar questions (from 7.1 through 7.12), click Edit button.</p> <p>Verify Total Deliveries of Refined Crystalline Sugar (8.4) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S. (Items 8.1 – 8.3)</p>
56	<p>If any of the calculated quantities or percentages is incorrect, click the Edit button to return to the data entry window. Otherwise, click the Submit button at the bottom of the Data Review window and the Submission Notes window displays.</p> <p>One of the following could happen:</p> <p>The application may display a form validation message when the inventory adjustment is out-of-range for the Total Ending Stocks. Click Yes. The application displays Submission Notes that is required.</p> <p>Otherwise, the Submission Notes (optional) window displays.</p>
57	Enter comments in the Enter Notes textbox on the Submission Notes window.
58	Click the Continue button on the Submission Notes window and the CCC-831 form is submitted with automatic approval.
59	The SMDA Industry User Portal window displays the Month and Year, Date and Time submitted, Status (Completed) , Notepad icon, and Action (View) link for the form submitted above.
60	Click Exit SMDA or Logout of eAuth to exit the application.

Feature 3. **Complete and Submit CCC 832 Estimate Form by Cane Processor**

Step	Action
1	Click the hyperlink https://sugar.sc.egov.usda.gov/smda to access the SMDA system.
2	Enter your eAuth User ID, and password. Click "Login."
3	The system will display the SMDA Home screen.
4	Click the <u>Open</u> action link for the current form (CCC 832.Estimate), with a New status, in the Industry User Profile: Default View table.
5	Enter the quantity for Sugarcane Planted (Acres) (1.1) in the Grinding Season Ending this Fiscal Year section.
6	Enter the quantity for Sugarcane Harvested for Sugar (Acres) (1.3) in the Grinding Season Ending this Fiscal Year section.
7	Enter the quantity for Sugarcane Harvested for Sugar Production (Tons) (1.5) in the Grinding Season Ending this Fiscal Year section.
8	Enter the percentage for Recovery Rate (Percent) (1.6) in the Grinding Season Ending this Fiscal Year section.
9	Enter the quantity for Processor's forecast of production from next grinding season expected to occur this fiscal year (STRV) (1.9) in the Grinding Season Ending this Fiscal Year section.
10	Enter the quantity for Sugarcane Harvested for Seed (Tons) (1.11) in the Grinding Season Ending this Fiscal Year section.
11	Enter the quantity for Sugarcane Harvested for Seed (Acres) (1.12) in the Grinding Season Ending this Fiscal Year section.
12	Click the Review button on the Form 832.Estimate Data Entry form.
13	Review the following calculated fields (Bolded) on the Form 832.Estimate Data Review form to verify that the quantities and percentages are correct:

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
	Verify Sugarcane Harvested for Sugar (Percent) (1.2) Verify Sugarcane Harvested Per Acre (Tons) (1.4) Verify Sugar Production (STRV) (1.7) Verify Actual production from this grinding season described in rows above that occurred last fiscal year (automatic link; no entry required) (1.8) Verify Fiscal Year Sugar Production (STRV) (1.10) Verify Sugarcane Harvested for Seed per Acre (Tons) (1.13) Verify Fiscal Year Sugar Production (CWT-Raw Value)-Calculation drops into Question 3.8 of CCC-832 (1.14)
14	If any of the calculated quantities or percentages is incorrect, click the Edit button to return to the data entry window. Otherwise, click the Submit button at the bottom of the Data Review window and the Submission Notes window displays.
15	Enter comments in the Enter Notes textbox on the Submission Notes window.
16	Click the Continue button on the Submission Notes window and the CCC-832.Estimate form has been submitted with automatic approval.
17	The SMDA Industry User Portal window displays the Month and Year, Date and Time submitted, Status (Completed) , Notepad icon, and Action (View) link for the form submitted above.
18	Click Exit SMDA or Logout of eAuth to exit the application.

Feature 4. Complete and Submit CCC 832 Form by Cane Processor

Step	Action
1	Click the hyperlink https://sugar.sc.egov.usda.gov/smda to access the SMDA system.
2	Enter your eAuth User ID and password. Click "Login."
3	The system will display the SMDA Home screen.
4	Click the <u>Open</u> action link for the current form (CCC 832) in New status, in the Industry User Profile: Default View table.
5	Verify that the beginning quantities for “Beginning Available Stocks of Raw Sugar (1.2)” and “Beginning Available Stocks of All Other Sugar (1.3)” are correct in the Beginning Stocks of Sugar section.
6	Enter the quantities purchased for All except over-allocation sugar (2.3) in the Receipts of Sugar section.
7	Select the Subform icon to display the list of processors from whom you could purchase sugar for Over-allocation sugar for raw sugar (specify from whom) (2.4) in the Receipts of Sugar section.
8	Select (specify) the Processor who you purchased the sugar for Over-allocation sugar for raw sugar (specify from whom) (2.4) in the Receipts of Sugar section.
9	Enter the quantities purchased for Over-allocation sugar for raw sugar (2.4) in the Receipts of Sugar section.
10	Click the <u>Save</u> link in the Subform Data Entry window.
11	Enter the quantities purchased for All except over-allocation sugar (2.6) in the Receipts of Sugar section.
12	Select the Subform icon to display the list of processors from whom you could purchase sugar for Over-allocation sugar for all other sugar (specify from whom) (2.7) in the Receipts of Sugar section.
13	Select (specify) the Processor who you purchased the sugar for Over-allocation sugar for all other sugar (specify from whom) (2.7) in the Receipts of Sugar section.
14	Enter the quantities purchased for Over-allocation sugar for all other sugar (2.7) in the Receipts of Sugar section.
15	Click the <u>Save</u> link in the Subform Data Entry window.
16	Enter the quantities produced for Processing inputs for the month: sugarcane ground (3.1) in the Production From Sugar Cane and Sugar Cane Molasses section.
17	Enter the quantities produced for Raw Sugar from Sugarcane (3.3) in the Production From Sugar Cane and Sugar Cane Molasses section.
18	Enter the quantities produced for All other sugars from Sugarcane (3.4) in the Production From Sugar Cane and Sugar Cane Molasses section.
19	Enter the quantities produced for Raw sugar from molasses (3.6) in the Production From Sugar Cane and

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
	Sugar Cane Molasses section.
20	Enter the quantities produced for All other sugars from molasses (3.7) in the Production From Sugar Cane and Sugar Cane Molasses section.
21	Enter the quantities sold for All raw sugar except over-allocation sugar (4.3) in the Sales section.
22	Select the Subform icon to display the list of processors from whom you could purchase sugar for Over-allocation raw sugar to sugarcane processors (specify to whom) (4.4) in the Sales section.
23	Select (specify) the Processor who you would sale the sugar for Over-allocation raw sugar to sugarcane processors (4.4) in the Sales section.
24	Enter the quantities sold for Over-allocation raw sugar to sugarcane processors (specify by whom) (4.4) in the Sales section.
25	Click the Save link in the Subform Data Entry window.
26	Enter the quantities sold for Distributed for exportation from the customs territory of the United States (4.5) in the Sales section.
27	Enter the quantities sold for Ethanol (4.7) in the Sales section.
28	Enter the quantities sold for All other (includes animal feed) (4.8) in the Sales section.
29	Enter the quantities sold for Forfeited to CCC (use this for months of October through August) (4.10) in the Sales section.
30	Enter the quantities sold for Quantity of CCC loans unpaid on September 30 that will count as a forfeiture to CCC (4.11) in the Sales section.
31	Enter the quantities sold for Sold to CCC for Feedstock Flexibility Program (4.12) in the Sales section.
32	Enter the quantities sold for Delivery Adjustment (4.13) in the Sales section.
33	Enter the quantities sold for All other sugars except over-allocation sugar (4.15) in the Sales section.
34	Select the Subform icon to display the list of processors from whom you could purchase sugar for All other over-allocation to sugarcane processors (specify to whom) (4.16) in the Sales section.
35	Select (specify) the Processor who you could sale the sugar for All other over-allocation to sugarcane processors (specify to whom) (4.16) in the Sales section.
36	Enter the quantities sold for All other over-allocation to sugarcane processors (4.16) in the Sales section.
37	Click the Save link in the Subform Data Entry window.
38	Enter the quantity for Raw Sugar (5.5) in the Ending Stocks of Sugar section.
39	Enter the quantity for All other sugars (5.6) in the Ending Stocks of Sugar section.
40	Select the Subform icon to enter Bakery and Allied Products, Cereals and Cereal Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Bakery and Allied Products, Cereals and Cereal Products (6.1) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
41	Select the Subform icon to enter Confectionery and Related Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Confectionery and Related Products (6.2) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
42	Select the Subform icon to enter Ice Cream and Dairy Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Ice Cream and Dairy Products (6.3) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
43	Select the Subform icon to enter Beverages quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Beverages (6.4) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
44	Select the Subform icon to enter Canned, Bottled and Frozen Foods, Jams, Jellies, Preserves, etc. quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Canned, Bottled and Frozen Foods, Jams, Jellies, Preserves, etc. (6.5) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
45	Select the Subform icon to enter Multiple and All Other Food Uses quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Multiple and All Other Food Uses (6.6) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
46	Select the Subform icon to enter Non-Food Uses quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Non-Food Uses (6.7) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
47	Select the Subform icon to enter Hotels, Restaurants, Institutions quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Hotels, Restaurants, Institutions (6.8) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
48	Select the Subform icon to enter Wholesale Grocers, Jobbers, Sugar Dealers quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Wholesale Grocers, Jobbers, Sugar Dealers (6.9) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
49	Select the Subform icon to enter Retail Grocers, Chain Stores, Supermarkets quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Retail Grocers, Chain Stores, Supermarkets (6.10) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
50	Select the Subform icon to enter Government Agencies quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Government Agencies (6.11) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
51	Select the Subform icon to enter All Other Deliveries quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for All Other Deliveries (6.12) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
52	Select the Subform icon to enter Consumer-Size Packages (less than 50 pounds) quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Consumer-Size Packages (less than 50 pounds) (7.1) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
53	Select the Subform icon to enter Packages of 50 pounds and greater quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Packages of 50 pounds and greater (7.2) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
54	Select the Subform icon to enter Unpackaged (bulk) quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the <u>Save</u> link in the Subform Data Entry section and verify the Total U.S. for Unpackaged (bulk) (7.3) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
55	Click the Review button on the Form 832 Data Entry form.
56	Review the following calculated fields (Bolded) on the Form 832 Data Review form to verify that the total quantities are correct: Verify Beginning available stocks (1.1) Verify Total Receipts of Sugar (2.1) Verify Total Receipts of Raw Sugar (2.2) Verify Total Receipts of All Other Sugar (2.5) Verify Sugar production for the month from Sugarcane (3.2) Verify Sugar production for the month from molasses (3.5) Verify Estimate for current Fiscal Year (3.8) Verify Current Forecast for Next Fiscal Year (3.9)

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
	<p>Verify Total Sales of Raw Sugar (4.1)</p> <p>Verify To sugarcane processors, raw sugar terminal, cane sugar refiners, and sugar beet processors (4.2)</p> <p>Verify Distributed for domestic non-human consumption (4.6)</p> <p>Verify Total transfers to Commodity Credit Corporation (CCC) (4.9)</p> <p>Verify Sales of all other sugars (4.14)</p> <p>Verify Inventory Adjustment (5.1)</p> <p>Verify Raw Sugar (5.2)</p> <p>Verify All other sugar (5.3)</p> <p>Verify Total Ending Stocks (5.4)</p> <p>Verify Allocation Use (5.7)</p> <p>Verify This cell calculates Sugar Deliveries for Direct Human Consumption in hundred weight, raw value and will be automatically linked to your Deliveries section in the U.S. Total (5.8)</p> <p>Verify Total Deliveries (6.13) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S. (Items 6.1 – 6.12)</p> <p>Verify Calculated Total Deliveries (6.14) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S. (CWT, Raw Value)</p> <p>Verify Total Deliveries of Refined Crystalline Sugar (7.4) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S. (Items 7.1 – 7.3)</p>
57	<p>If any of the calculated quantities or percentages is incorrect, click the Edit button to return to the data entry window. Otherwise, click the Submit button at the bottom of the Data Review window and the Submission Notes window displays. One of the following could happen:</p> <p>The application may display a form validation message when the inventory adjustment is out-of-range for the Total Ending Stocks. Click Yes. The application displays Submission Notes that is required.</p> <p>Otherwise, the Submission Notes (optional) window displays.</p>
58	Enter comments in the Enter Notes textbox on the Submission Notes window.
59	Click the Continue button on the Submission Notes window and the CCC-832 form has been submitted with automatic approval.
60	The SMDA Industry User Portal window displays the Month and Year, Date and Time submitted, Status (Completed) , Notepad icon, and Action (View) link for the form submitted above.
61	Click Exit SMDA or Logout of eAuth to exit the application.

Feature 5. Complete and Submit CCC 835 Form by Cane Refiner

Step	Action
1	Click the hyperlink https://sugar.sc.egov.usda.gov/smda to access the SMDA system.
2	Enter your eAuth User ID and password. Click "Login."
3	The system will display the SMDA Home screen.
4	Click the <u>Open</u> action link for the current form (CCC-835), with a New status, in the Industry User Profile: Default View table.
5	Verify that the beginning quantities for “Beginning Stocks of Raw Sugar and All Damaged Refined (1.2)” and “Beginning Stocks of All Other Sugar (1.3)” are correct.
6	Enter the quantities purchased for Receipts of raw sugar (2.2) in the Receipts of Sugar section.
7	Enter the quantities purchased for Receipts of all other sugar (2.3) in the Receipts of Sugar section.
8	Select the Subform icon to enter the quantities for custom codes (Mexico/Rest of World) for Raw sugar that was directly Imported (For the companies who are “importer of record”) (3.3) in the Imports of Sugar section.
9	Enter the quantities imported for Raw sugar that was directly Imported (For the companies who are “importer of record”) (3.3) for both custom codes.
10	Click the Save link on the Subform Data Entry window.

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
11	Select the Subform icon to enter the quantities for custom codes (Mexico/Rest of World) for Raw sugar that was purchased from a non-reporter who is the "importer of the record" (3.4) in the Imports of Sugar section.
12	Enter the quantities imported for Raw sugar that was purchased from a non-reporter who is the "importer of the record" (3.4) for both custom codes.
13	Click the Save link on the Subform Data Entry window.
14	Select the Subform icon to enter the quantities for custom codes (Mexico/Rest of World) for All other sugar that was directly imported (For the companies who are "importer of record") (3.6) in the Imports of Sugar section.
15	Enter the quantities imported for All other sugar that was directly imported (For the companies who are "importer of record") (3.6) for both custom codes.
16	Click the Save link on the Subform Data Entry window.
17	Select the Subform icon to enter the quantities for custom codes (Mexico/Rest of World) for All other sugar that was purchased from a non-reporter who is the "importer of the record" (3.7) in the Imports of Sugar section.
18	Enter the quantities imported for All other sugar that was purchased from a non-reporter who is the "importer of the record" (3.7) for both custom codes.
19	Click the Save link on the Subform Data Entry window.
20	Enter the quantities produced for Raw sugar and all damaged sugar used to produce refined sugar (4.2) in the Production section.
21	Enter the quantities produced for Imported non-edible molasses and all other sugars used to produce refined crystalline sugar (4.3) in the Production section.
22	Enter the quantities produced for Sugar production for the month for direct human consumption (4.4) in the Production section.
23	Enter the quantities delivered for Raw sugar that title transferred to the purchaser and was physically delivered out of your custody (5.1) in the Deliveries of Sugar section.
24	Enter the quantities delivered for Sold and delivered to users for direct domestic human consumption (5.3) in the Deliveries of Sugar section.
25	Enter the quantities delivered for Distributed to cane sugar refiners and sugar beet processors (5.4) in the Deliveries of Sugar section.
26	Enter the quantities delivered for Transferred under the Foreign Agricultural Service's Refined Sugar re-export program for re-export credit (5.6) in the Deliveries of Sugar section.
27	Select the Subform icon to display the list of processors who could source this sugar for Transferred outside the Foreign Agricultural Service's Refined Sugar re-export program NOT for re-export credit (specify processor who sourced this sugar) (5.7) in the Deliveries of Sugar section.
28	Select (specify) the Processor who could source this sugar for Transferred outside the Foreign Agricultural Service's Refined Sugar re-export program NOT for re-export credit (specify processor who sourced this sugar) (5.7) in the Deliveries of Sugar section.
29	Enter the quantities delivered for Transferred outside the Foreign Agricultural Service's Refined Sugar re-export program NOT for re-export credit (5.7) in the Deliveries of Sugar section.
30	Click the Save link on the Subform Data Entry window.
31	Enter the quantities delivered for Delivered to a licensed manufacturer for transfer credit under the Foreign Agricultural Service's Sugar-containing products re-export program (5.8) in the Deliveries of Sugar section.
32	Select the Subform icon to display the list of processors who could source this sugar for Ethanol alcohol (specify processor who sourced this sugar) (5.10) in the Deliveries of Sugar section.
33	Select (specify) the Processor who could source this sugar for Ethanol alcohol (specify processor who sourced this sugar) (5.10) in the Deliveries of Sugar section.
34	Enter the quantities delivered for Ethanol alcohol (5.10) in the Deliveries of Sugar section.
35	Click the Save link on the Subform Data Entry window.
36	Select the Subform icon to display the list of processors who could source this sugar Polyhydric alcohol (specify processor who sourced this sugar) (5.11) in the Deliveries of Sugar section.

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
37	Select (specify) the Processor who could source this sugar for Polyhydric alcohol (specify processor who sourced this sugar) (5.11) in the Deliveries of Sugar section.
38	Enter the quantities delivered for Polyhydric alcohol (5.11) in the Deliveries of Sugar section.
39	Click the Save link on the Subform Data Entry window.
40	Select the Subform icon to display the list of processors who could source this All other (specify processor who sourced this sugar) (5.12) in the Deliveries of Sugar section.
41	Select (specify) the Processor who could source this sugar for All other (specify processor who sourced this sugar) (5.12) in the Deliveries of Sugar section.
42	Enter the quantities delivered for All other (5.12) in the Deliveries of Sugar section.
43	Click the Save link on the Subform Data Entry window.
44	Enter the quantity for Ending stocks of raw sugar (6.5) in the Ending Stocks of Sugar section.
45	Enter the quantity for Ending stocks of all other sugar (6.6) in the Ending Stocks of Sugar section.
46	Select the Subform icon to enter Bakery and Allied Products, Cereals and Cereal Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Bakery and Allied Products, Cereals and Cereal Products (7.1) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
47	Select the Subform icon to enter Confectionery and Related Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Confectionery and Related Products (7.2) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
48	Select the Subform icon to enter Ice Cream and Dairy Products quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Ice Cream and Dairy Products (7.3) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
49	Select the Subform icon to enter Beverages quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Beverages (7.4) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
50	Select the Subform icon to enter Canned, Bottled and Frozen Foods, Jams, Jellies, Preserves, etc. , quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Canned, Bottled and Frozen Foods, Jams, Jellies, Preserves, etc. (7.5) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
51	Select the Subform icon to enter Multiple and All Other Food Uses quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Multiple and All Other Food Uses (7.6) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
52	Select the Subform icon to enter Non-Food Uses quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Non-food Uses (7.7) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
53	Select the Subform icon to enter Hotels, Restaurants, Institutions quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Hotels, Restaurants, Institutions (7.8) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
54	Select the Subform icon to enter Wholesale Grocers, Jobbers, Sugar Dealers quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Wholesale Grocers, Jobbers, Sugar Dealers (7.9) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
55	Select the Subform icon to enter Retail Grocers, Chain Stores, Supermarkets quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Retail Grocers, Chain Stores, Supermarkets (7.10) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
56	Select the Subform icon to enter Government Agencies quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Government Agencies (7.11) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
57	Select the Subform icon to enter All Other Deliveries quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for All Other Deliveries (7.12) in the Deliveries of Direct-Consumption Sugar By Product or Business of Buyer section.
58	Select the Subform icon to enter Consumer-Size Packages (less than 50 pounds) quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Consumer-Size Packages (less than 50 pounds) (8.1) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
59	Select the Subform icon to enter Packages of 50 pounds and greater quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Packages of 50 pounds and greater (8.2) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
60	Select the Subform icon to enter Unpackaged (bulk) quantities for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) and click the Save link in the Subform Data Entry section and verify the Total U.S. for Unpackaged (bulk) (8.3) in the Deliveries of Refined Crystalline Sugar by Size of Package section.
61	Click the Review button on the Form 835 Data Entry form.
62	Review the following calculated fields (Bolded) on the Form 835 Data Review form to verify that the total quantities are correct: Verify Beginning available stocks (1.1) Verify Total Sugar purchased from the reporters (2.1) Verify Total All other sugar purchased in the month (3.1) Verify Total imports (3.2) Verify Total raw sugar purchased in the month (3.5) Verify Processing inputs for the month (4.1) Verify Refined crystalline, liquid, damaged refined crystalline, edible molasses, and sugar syrups (5.2) Verify Sold for exportation from the customs territory of the United States (5.5) Verify Distributed for domestic non-human consumption (5.9) Verify Inventory Adjustment (6.1) Verify Raw Sugar (6.2) Verify All Other Sugars (6.3) Verify Total Ending Stocks (6.4) Verify This cell calculates Sugar Deliveries for Direct Human Consumption in hundred weight, raw value and will be automatically linked to your Deliveries section in the U.S. Total (6.7) Verify Total Deliveries (7.13) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S. (Items 7.1 – 7.12) Verify Calculated Total Deliveries (7.14) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S (CWT, Raw Value) Verify Total Deliveries of Refined Crystalline Sugar (8.4) for all areas (New England/Mid Atlantic/North Central/South/West/Puerto Rico) in Total U.S. (Items 8.1 – 8.3)

Sweetener Market Data Application (SMDA)

Processor and Refiner User Handbook

Step	Action
63	If any of the calculated quantities or percentages is incorrect, click the Edit button to return to the data entry window. Otherwise, click the Submit button at the bottom of the Data Review window and the Submission Notes window displays. One of the following could happen: The application may display a Form validation message when the inventory adjustment is out-of-range for the Total Ending Stocks. Click Yes . The application displays Submission Notes that is required. Otherwise, the Submission Notes (optional) window displays.
64	Enter comments in the Enter Notes textbox on the Submission Notes window.
65	Click the Continue button on the Submission Notes window and the CCC-835 form has been submitted with automatic approval.
66	The SMDA Industry User Portal window displays the Month and Year, Date and Time submitted, Status (Completed) , Notepad icon, and Action (View) link for the form submitted above.
67	Click Exit SMDA or Logout of eAuth to exit the application.

Feature 6. *Resubmit Rejected CCC Form for Approval*

Step	Action
1	Click the hyperlink https://sugar.sc.egov.usda.gov/smda to access the SMDA system.
2	Enter your eAuth User ID and password. Click "Login."
3	The system will display the SMDA Home screen.
4	Click the <u>Edit</u> action link for the form in Rejected status, in the Industry User Profile: Default View table.
5	Enter the correct quantities in the field(s) or sub-form(s) that the DSA User documented in the Notepad, as incorrect data.
6	Click the Review button on the CCC Form Data Entry form.
7	Review the calculated fields on the CCC Form Data Review form to verify that the quantities and/or percentages are correct.
8	If any of the calculated quantities or percentages is incorrect, click the Edit button to return to the data entry window. Otherwise, click the Submit button at the bottom of the Data Review window and the Submission Notes window displays.
9	Enter comments in the Enter Notes textbox on the Submission Notes window.
10	Click the Continue button on the Submission Notes window. The CCC form has been resubmitted.
11	The SMDA Industry User Portal window displays the Month and Year, Date and Time submitted, Status (Resubmitted) , Notepad icon, and Action (View) link for the form submitted above.
12	Click Exit SMDA or Logout of eAuth to exit the application.